Staff Supervision

The Nuts & Bolts of Supervision at MDOC

This five (5) day course will provide new supervisors & managers within the Department of Corrections with the basic knowledge & skills needed to be successful supervisors. The course will cover the basics of supervision including:

- ✓ Necessary supervisory competencies needed to be a successful supervisor
- ✓ Ethical decision-making for supervisors
- ✓ Performance Management & Evaluation, including the principals & consistent application of employee performance management & evaluation to proactively increase job performance & productivity
- ✓ Progressive Discipline, including the need for consistent application of disciplinary actions & applying the steps in progressive discipline
- ✓ Tools to recognize & handle all types of employment discrimination, including Sexual Harassment, ADA, EEO and Workplace Violence
- ✓ Recruitment and selection, including the basic knowledge & skills needed to recruit, hire & keep the right people for the job
- ✓ Identify Correction specific Human Resource duties such as
 - > Attendance
 - > Leave
 - ➤ Workman's Compensation
 - Record Keeping

Who should attend?

- > Any Montana Department of Corrections employee who is responsible for supervision
- ➤ New supervisors & managers at all levels
- ➤ Veteran supervisors/managers who need a refresher
- Any supervisor/manager who has not received updated training in the past five (5) years
- ✓ Note: While aspiring supervisors are encouraged to apply, preference for the class will be given to current supervisors

To register contact: Date: January 12-16, 2009

Time: See Below Geri Miller

Location: **National Guard Reserve Center** 406-846-1320 ext. 2307 **2915 Gabel Rd** gerimiller@mt.gov

Billings MT

\$25.00 made payable to: Cost:

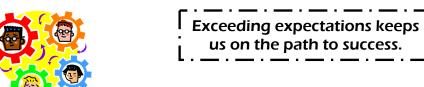
Montana Correctional Association

Class Time Schedule:

 $\begin{array}{l} January\ 12^{th}-1:00pm-5:00pm \\ January\ 13^{th}-15^{th}-8:00am-5:00pm \end{array}$

January 16th – 8:00am – 2:00pm (working lunch)

DOC Staff are required to get approval from supervisor(s) and complete a training request form.



For additional training opportunities, you may go to the DOC Internet web @

<u>http://www.cor.state.mt.us/Resources/Training.asp;</u> or the DOC <u>Intranet</u> web @ http://mycor.cor.mt.gov/Human_Resources/Training/SchAnnForms.asp

<u>IF ADEQUATE NUMBERS ARE NOT REGISTERED THE CLASS WILL BE CANCELLED</u>

The DOC Training Unit makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the Training Unit no later than 2 weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, you can call 406-846-1320 ext. 2307 or *gerimiller@mt.gov*.



This Class is Co-Sponsored by the Montana Correctional Association